

Teach-out

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Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
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	Review outcome	Added new section on teach-out procedures Minor rephrasing
	Next review date	January 2025
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University wishes to mitigate the risks to students of unforeseen closure of a programme or the institution.

2.0 Scope

- 2.1 The policy applies to all students registered in bachelor degrees, postgraduate diplomas, master's degrees, and doctoral degrees offered by the University.

3.0 Policy

- 3.1 In cases of the failure of reaccreditation of a programme, the closure of the programme or the closure of the institution, the University holds primary responsibility for making arrangements for students to complete an academic award equivalent to the degree programme in which they enrolled.
- 3.2 The University will seek to make suitable arrangements for transfer of credit (to or from a University degree) with universities based in Dubai or the UAE.

- 3.3 Should arrangements for transfer of credit be unavailable or unacceptable, the University undertakes to continue the programme until all affected students have completed the graduation requirements successfully, or otherwise exited the programme (ie by fail or dismissal).

4.0 Procedures

- 4.1 The University will notify the UAE Ministry of Education that it intends to discontinue/phase out a programme.
- 4.2 All student recruitment processes in relation to that programme will cease, and all marketing material will be withdrawn.
- 4.3 Students with active applications including those awaiting admission decisions and those who have already received an offer to study will be notified of the discontinuation of the programme.
- 4.4 All enrolled students will be notified of the discontinuation of the programme and given the opportunity to transfer to other programmes within or outside the University as desired; notification may be sent electronically.
- 4.5 The programme faculty will check the progress to date of all students to determine the modules needed for completion for each student and their subsequent projected graduation date.
- 4.6 The University will aim to continue teaching on a programme until all affected students have completed their studies.
- 4.7 In the event of being unable to offer teach-out, the University shall facilitate the transfer of the student to another provider. Should the University not be able to do this, it will explore providing fair and reasonable compensation.
- 4.8 Quality assurance arrangements will continue as usual for courses that are in teach-out mode.